



United States Court of Appeals for the Fourth Circuit Notice of Vacancy

Announcement #: 10-2016-JA-BMD

Position: Judicial Assistant

Salary Range: JSP 10 (\$58,844 – \$76,498). Salary is commensurate with experience, qualifications, and education.

Closing Date: Open until filled.

Appointment: Permanent/Fulltime

Location: Baltimore, MD

Description of Vacancy

A United States Circuit Judge on the Court of Appeals for the Fourth Circuit is seeking qualified applicants for a full-time Judicial Assistant. This position is responsible for the daily operation of judicial chambers and provides administrative and clerical support to the judge. The ideal candidate will display initiative, good judgment, professionalism, follow-through, the ability to multi-task and readily adapt to fast-changing priorities, neatness and organizational skills, and a strong work ethic.

Representative Duties

A Judicial Assistant serves as an office manager for chambers, overseeing daily operations and relieving the judge of the responsibility of routine office matters and supporting the chambers' staff as required. Representative duties include, but are not limited to, the creation and maintenance of files and databases; assistance in guiding opinions through the editing process, the preparation and sending of correspondence; the preparation of reports and other legal materials; overseeing daily upkeep and maintenance of the office, including the acquisition of supplies and equipment; receiving, screening, and referring phone calls, mail, and in-person visitors; assisting the judge in committee and extra-judicial work; making travel arrangements and preparing travel reimbursements for the judge; maintaining the judge's calendar; and serving as liaison to all other court support units on behalf of the judge.

Qualifications and Requirements

High school graduate or equivalent; two years general clerical or secretarial experience that provided a good knowledge of office clerical practices such as filing, telephone usage, and typing; five years of any relevant experience that involved responsibility as the principal office assistant to a supervisor dealing with law-related or court-related matters; good communication skills, both verbal and written; computer skills, including a proficiency in Microsoft Word and Windows and preferably including familiarity with Lotus Notes and the federal courts' Case Management/Electronic Case Files (CM/ECF); administrative and organizational skills; interpersonal skills; proficiency in grammar, spelling, punctuation, and proofreading; professionalism, discretion, integrity, and judgment; an ability to manage multiple priorities with conflicting deadlines; proficiency in office protocols and administrative practices such as calendaring, travel planning, preparation of travel vouchers, typing, photocopying, assembling, filing, record keeping, telephone usage, supply requisition, and equipment maintenance.

How to Apply

Submit resume with cover letter to Chambers of U.S. Circuit Judge Paul V. Niemeyer, Room 910, 101 W. Lombard Street, Baltimore, Maryland, 21201.

All applications will be reviewed to identify the best qualified candidates. Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview.

Employee Benefits

Employees of the U.S. Courts are not classified under civil service; however, they are entitled to the same benefits as other Federal employees such as paid vacation and holidays, medical, dental, life, vision, long term care insurance, retirement, and Thrift Savings Plan.

Conditions of Employment

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. Appointment to position is provisional pending suitability determination by the Court based on the results of a background check that includes fingerprinting. Employees of the United States Court of Appeals are “Excepted Appointments” and considered “At-Will,” and therefore serve at the pleasure of the Court. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits. The Court does not provide reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

The United States Courts are an Equal Opportunity Employer.